

**CA-PMM**

**Project Name:** ELECTRONIC RECORDS SYSTEM (ERS)

**OCIO Project #:** 5160-46

**Department:** REHABILITATION

**Revision Date:** 4/30/09

## Status Report

Project Name: ELECTRONIC RECORDS SYSTEM (ERS)OCIO Project #: 5160-46Department: REHABILITATIONRevision Date: 4/30/09

## Status Report

### Status Report – Project Manager to Sponsor

#### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	OCIO approval of Special Project Report #2 required	Schedule impacted. Prime vendor start date delayed.	Re-baseline schedule to integrate prime vendor's schedule
2. Were any key milestones or deliverables rescheduled?	Yes	OCIO approval of Special Project Report #2 required	Schedule impacted. Prime vendor start date delayed.	Re-baseline schedule to integrate prime vendor's schedule
3. Was work done that was not planned?	No	All work done were planned	No impact to project. Completion of planned work served to keep schedule on track.	Monitor schedule to ensure completion of planned work and need for any unplanned work
4. Were there any changes to scope?	No	Scope remains consistent	No impact to project since scope has not changed	Monitor scope and change requests
5. Were tasks added that were not originally estimated?	No	There were no unanticipated tasks to date	No impact to project since all tasks were presently accounted for.	Re-baseline schedule to integrate prime vendor's schedule and add any additional tasks
6. Were any tasks or milestones removed?	No	None were removed as all were required to keep schedule on track	No impact to project since none were removed	Reassess tasks and milestones when schedule is re-baselined to integrate prime vendor's schedule
7. Were any scheduled tasks not started?	Yes	OCIO approval of Special Project Report #2 required	Schedule impacted. Prime vendor start date delayed.	Reassess tasks when schedule is re-baselined to integrate prime vendor's schedule

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8. Are there any new major issues?	Yes	DGS-Legal approval of contract required	Schedule impacted. Prime vendor start date delayed.	Monitor DGS-Legal approval process. Provide any requested information immediately to expedite process.
9. Are there any staffing problems?	No	Staffing estimates remain unchanged	No impact since staffing estimates remain unchanged	Reassess staffing estimates when the schedule is re-baselined to integrate prime vendor's schedule

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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Schedule impacted as prime vendor's start date will be delayed	Monitor DGS-Legal approval process. Provide any requested information immediately to expedite process.
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Schedule impacted as prime vendor's start date will be delayed	Reassess tasks when schedule is re-baselined to integrate prime vendor's schedule
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during this reporting period.*

Contract Award official on April 1, 2009 upon OCIO approval of Special Project Report #2.

Contract package submitted to DGS-Legal on April 2, 2009 to initiate contract approval process.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Solution (Prime) Vendor Start	4/6/09	6/1/09	Pending	Awaiting DGS approval of contract. Critical path may be affected. This will be assessed when the schedule is re-baselined to integrate prime vendor's schedule.	N/A

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Reassess schedule and critical path when schedule is re-baselined to integrate prime vendor's schedule.
Milestones		x		Reassess schedule and critical path when schedule is re-baselined to integrate prime vendor's schedule.
Deliverables	x			

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Resources	x			
OneTime Cost	x			
Continuing Cost	x			

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### Status Reports – Sponsor to Steering Committee

#### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Solution (Prime) Vendor Start	4/6/09	6/1/09	Pending	Awaiting DGS approval of contract. Critical path may be affected. This will be assessed when the schedule is re-baselined to integrate prime vendor's schedule.	N/A

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Reassess schedule and critical path when schedule is re-baselined to integrate prime vendor's schedule.
Milestones		x		Reassess schedule and critical path when schedule is re-baselined to integrate prime vendor's schedule.
Deliverables	x			
Resources	x			

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One Time Cost	x			
Continuing Cost	x			



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## Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	1
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	1
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
<b>Total</b>			<b>2</b>

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

**Vendor Viability Rating Rationale**

All consultants supporting the project are providing deliverables as required in their contracts. No performance issues noted at this time. Project is in a holding pattern waiting for the contract with the prime vendor to be signed and approved by the Department of General Services.